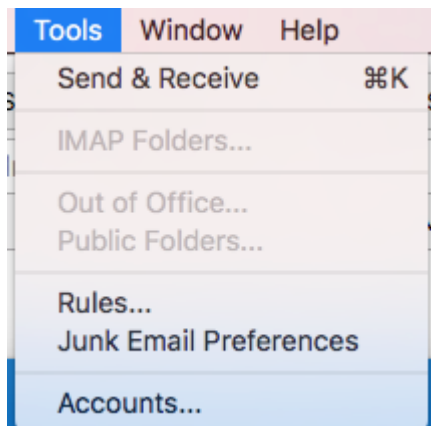


# Outlook Email Setup

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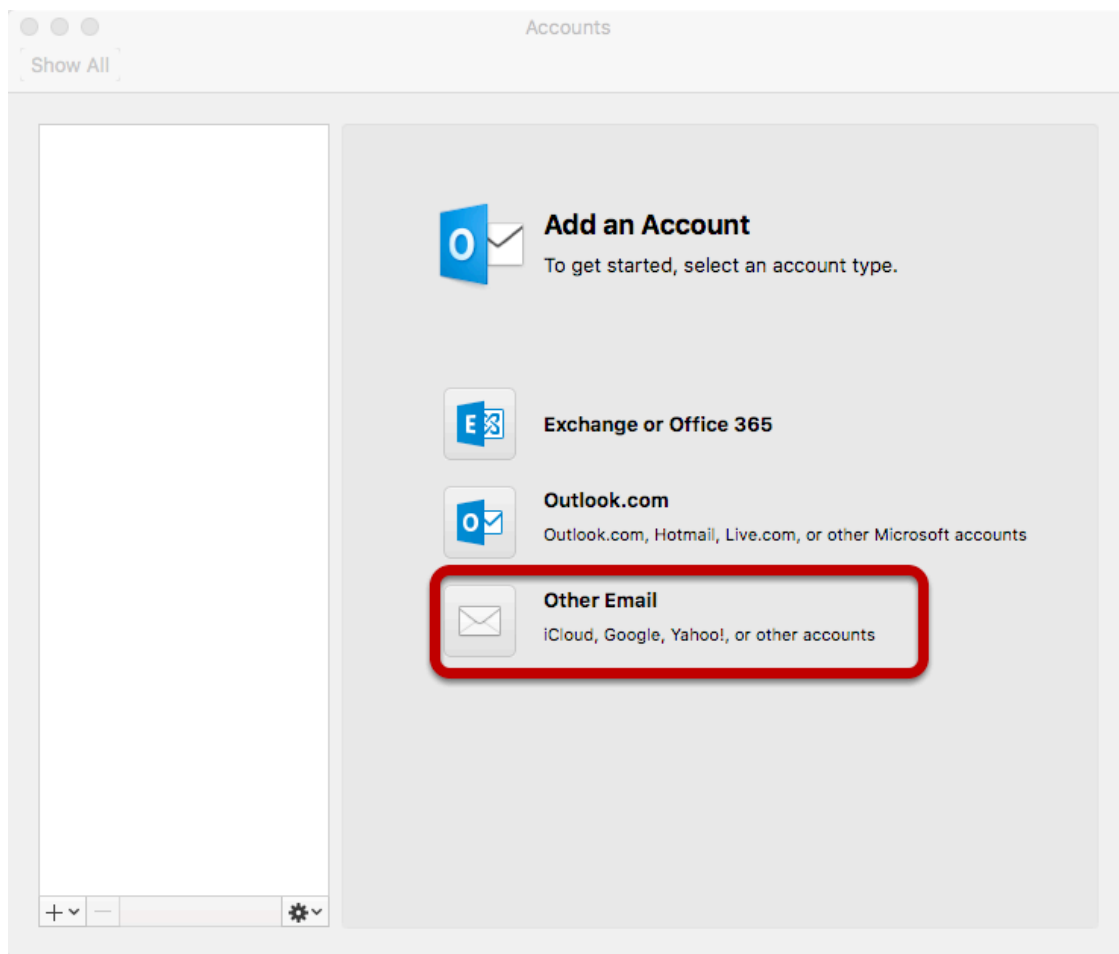
*This tutorial will walk you through the configuration of email using Outlook. For this tutorial, we are using Outlook 2016 on Mac. If you are using a different version or operating system, these instructions may differ.*

## Step 1: Open Account Settings



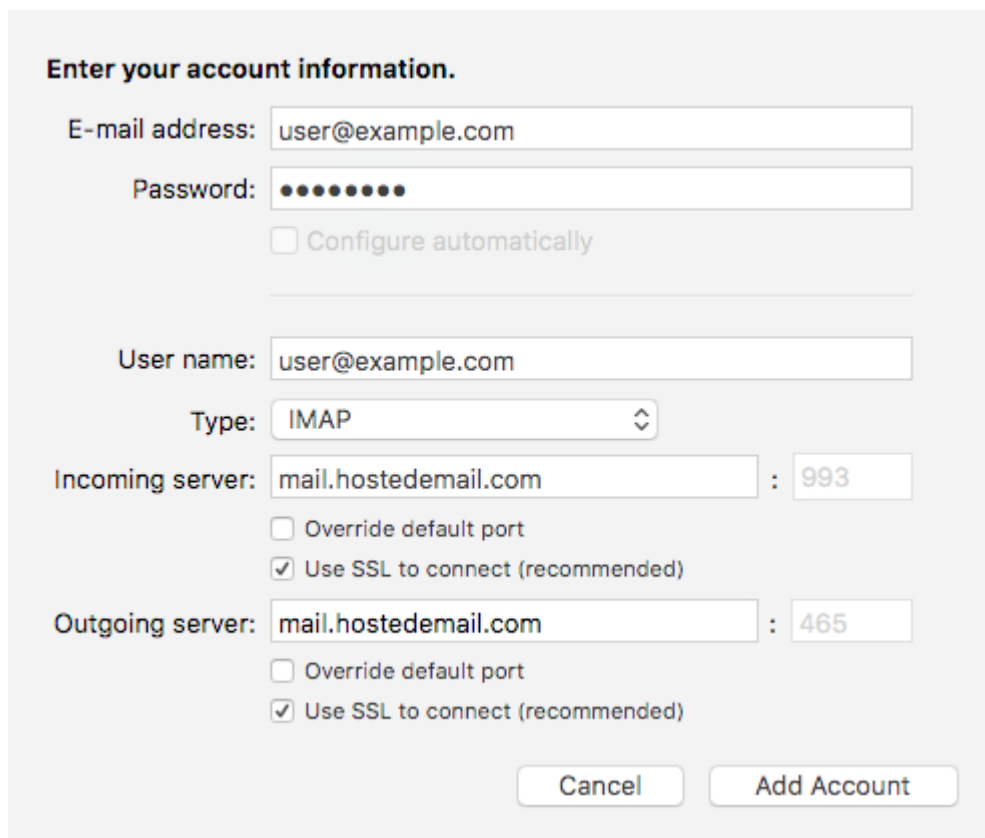
Launch Outlook, click on **Tools**, and select **Accounts...**

## Step 2: Add Mail Account



Select **Other Email**

## Step 3: Enter Account Information



The screenshot shows a dialog box titled "Enter your account information." with the following fields and options:

- E-mail address:** user@example.com
- Password:** [masked with 8 dots]
- Configure automatically
- User name:** user@example.com
- Type:** IMAP (dropdown menu)
- Incoming server:** mail.hostedemail.com : 993
  - Override default port
  - Use SSL to connect (recommended)
- Outgoing server:** mail.hostedemail.com : 465
  - Override default port
  - Use SSL to connect (recommended)

Buttons: Cancel, Add Account

Enter the following information:

### **Email Address:**

Enter your full email address.

### **Password:**

Enter the password for your email address.

**User name:**

Enter your full email address.

**Type:**

We recommend IMAP.

**Incoming and Outgoing Server:**

mail.hostedemail.com

**Port**

Use default ports

**SSL:**

Use SSL to connect

Click **Add Account**